

To be eligible for placement on the housing waitlist, the service member is required to submit the following items:

- _____ Completed Housing Application
- _____ Copy of Orders and all Amendments **Note:** If you have signed into unit within the Military District of Washington (MDW) more than 90 days before submitting your housing application or moving into your home, you will be required to submit a Letter of Verification indicating that you are still attached to your unit)
- _____ Copy of Most Recent DD Form 1172 or 1172-2 (DEERS Enrollment), NAVMC Form 10922 (Dependency Application 1751), or NAVPERS 1070 Form. **IMPORTANT NOTE:** Proof of dependents must be provided. If dependents listed on Housing Application are not listed on DD Form 1172 or 1172-2 (DEERS Enrollment), NAVMC Form 10922 (Dependency Application 1751), or NAVPERS 1070 Form, service member is required to provide other form of proof of dependency such as proof of pregnancy, marriage or birth certificate, legal custody paperwork, or dependents listed on Orders.
- _____ Signed Family Housing Application/Waitlist Procedures Form

To be eligible to sign for housing on Fort Belvoir, you will be required to submit or present the following items at your scheduled move-in/lease signing appointment:

- _____ Submit a Copy of Most Recent End of Month LES
- _____ If not included with original application packet, submit a copy of most recent DD Form 1172 or 1172-2 (DEERS Enrollment), NAVMC Form 10922 (Dependency Application 1751), or NAVPERS 1070 Form. **IMPORTANT NOTE:** While other forms of proof of dependency are acceptable to be placed on waitlist, a copy of most recent DD Form 1172 or 1172-2 (DEERS Enrollment), NAVMC Form 10922 (Dependency Application 1751), or NAVPERS 1070 Form must be provided at move-in if not included with original application packet.
- _____ **Army (New PCS Only)** – Submit a copy of your DA -31 with line 16 completed by receiving unit (**required as service member must be signed into his/her unit within the MDW order to be eligible to sign for housing**)
 - If you have signed into unit more than 90 days before submitting your housing application or moving into your home, you will be required to submit a Letter of Verification (see details below) indicating that you are still attached to your unit
- _____ **Navy, Coast Guard, Marines, Air Force** – Submit a Letter of Verification from your unit containing the following information (**required as service member must be signed into his/her unit within the MDW in order to be eligible to sign for housing**):
 - Receiving unit's address;
 - Service member's name;
 - Unit sign in date; and
 - Signature of NCOIC or Unit Commander
- _____ Service member will need to present/show his or her Military ID

Pet Policy: Pet Fee and restrictions apply. Please refer to the Pet Policy posted under the Document Center on our website (www.villagesatbelvoir.com) for specifics on The Villages at Belvoir's pet policy.

Mail, hand deliver, fax, or email your completed Housing Application along with all required documents to:

The Villages at Belvoir Family Housing Welcome Center
5994 12th Street, P.O. Box 496
Fort Belvoir, VA 22060

Fax 703.619.3878 • **Telephone** 703.619.3877 or 1.888.886.4394 • **Email** thevillagesatbelvoir@themichaelsorg.com